

Request for Proposal

“It Takes A Village To Help Our Children, Inc.” Child Care Center

Issued by:

The City of Crisfield on behalf of It Takes A Village To Help Our Children, Inc.

c/o Ms. Darlene Taylor, Executive Director

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RFP Number ITAV-CDBG/2017

1. Introduction

The City of Crisfield, a municipal corporation of the State of Maryland and It Takes A Village To Help Our Children, Inc., a 501(c)(3) non-profit organization, is in need of a building for child care and recreation programs and is accepting proposals for a Design/Build project (the “Project”) in response to this Request for Proposal (“RFP”). The selected bidder will be responsible for the design, construction and construction management of the Project.

The Project has been awarded federal Community Development Block Grant Funds through the State of Maryland. State and federal requirements and policies apply to and govern the design and construction of the Project.

2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this RFP:

1. First and foremost, only qualified individuals or firms with prior experience on similar projects should submit proposals in response to this RFP.
2. Interested bidders must attend the pre-construction meeting on May 18, 2017 at 10:00am. to be held in the Meeting Room of Crisfield City Hall, located at 319 W. Main Street, Crisfield, Maryland 21817.
3. Bidders must list at least three (3) projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A technical proposal must be provided that is not more than thirty (30) pages. This technical proposal must provide an overview of the proposed work necessary to complete the design and construction of the Project, as well as the resumes of all key personnel performing such work for the Project. In addition, the technical proposal should provide a proposed Project schedule and milestones, as applicable.
5. Federal Labor Standards apply to this Project including Davis Bacon Wage Rates. The bid packet includes the federal wage decision for this type of project.
6. Qualified Minority and Section 3 businesses are strongly encouraged to apply.
7. A price proposal must be provided that details the overall firm fixed price of \$750,000.00 for the design, construction and construction management of the Project.

8. Sealed proposals must be signed by a representative that is authorized to commit the bidder's company.
9. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
10. Proposals must be delivered to Crisfield City Hall, located at 319 W. Main Street, Crisfield, Maryland 21817, by June 15, 2017 at 4:00 p.m. Under no circumstances will proposals be considered if delivered after the date and time specified herein.
11. Proposals must remain valid for a period of ninety (90) days.
12. Proposals must include a bid bond or certified check equivalent to five percent (5%) of the bid price.
13. The selected bidder will have to provide performance and payment bonds for one hundred percent (100%) of the contract amount for the Project.

3. Project Description

The Project, which is the subject of this RFP, will result in a 5000 square foot building (the "Facility") which will be the first of future buildings to be constructed on approximately 3.375 acres +/- . The future "Village Campus" will include additional buildings for childcare, recreation and community activities. The future Village Campus will operate as a 21st century community learning center providing academic enrichment and intervention for at-risk students. Specific activities conducted at the Facility designed and constructed for the Project, along with future buildings to be constructed on the "Village Campus," will include, tutoring, homework help, character development, community service opportunity, recreation, parent engagement, and a hot meal each day. Additionally, through existing collaborative partnerships with various organizations, including the Girl Scouts, 4H, Somerset County Health Department and the University of Maryland Eastern Shore (UMES) Food and Nutrition Program, It Takes A Village To Help Our Children, Inc. will offer College and Career Access programs, as well as, Science, Technology, Engineering, Arts, and Math (STEAM) programs at the Facility during out of school time hours.

The Facility designed and constructed for the Project should be energy efficient and allow for future expansion.

4. Project Scope

A. The Project shall consist of the site-adapted construction of a building (i.e. the Facility) and play area, located at 6 Asbury Avenue, Crisfield, Maryland 21817.

B. Full construction documents and conceptual site plan documents, including plans and specifications, for the design and construction of the Project must be included in any proposal submitted in response to this RFP.

C. The selected bidder shall design and construct site development features as described in the proposal as necessary to site-adapt the proposed Project-design for this specific site.

D. Site development features include but are not limited to a final site layout that incorporates site utilities, including, but not limited to, water supply piping, sanitary sewer piping and appurtenances and site electrical systems. The selected bidder shall provide an efficient grading and drainage plan in accordance with the design requirements for the Project.

E. The Project is located and will be constructed within a floodplain, accordingly the Facility must be constructed at least three (3) feet above the base flood elevation level according to the approved or proposed FEMA maps for Somerset County, Maryland.

F. The Facility shall include, at minimum, the following spaces (spaces may be designed as multi-purpose areas where feasible):

- i. (5) Classrooms
- ii. (1) Office Area
- iii. (1) Gymnasium/Stage (Multi-purpose Area)
- iv. (1) Computer Lab
- v. (1) Kitchen Area
- vi. (2) Storage Closets
- vii. (1) Adult Unisex Restrooms
- viii. (1) Children Male Restrooms
- ix. (1) Children Female Restrooms
- x. (1) Lobby/Reception Area

G. The Project shall include but not be limited to the design verification, material, labor, and equipment necessary to construct the Facility, utilities, parking area and other infrastructure necessary for completion of the Project.

H. All standard construction amenities including, but not limited to, underground utilities, site grading, plumbing, heating, electrical, and communications shall be required for the design and construction of the Project.

I. The Facility shall be able to comfortably accommodate approximately 100-120 students ranging from ages 4-17.

J. The Project, as designed and constructed, must comply with all applicable ADA standards.

5. RFP & Project Timelines

The RFP timeline is as follows:

Request for Proposal Issuance	5/4/17
Pre-Bid Conference	5/18/17, 10:00 a.m. at City Hall
Sealed Bids Submittal Deadline	6/15/17, 4:00 p.m. at City Hall
Contract Award	7/24/17

6. Budget

It Takes A Village To Help Our Children, Inc.'s budget for the Project is NOT TO EXCEED \$750,000.00, which includes the design, construction, site work, and signage for the Project.

7. Evaluation Factors

The lowest, most qualified bidder will be selected. CREATIVITY IS STRONGLY ENCOURAGED!!!

It Takes A Village To Help Our Children, Inc. will rate proposals on the following qualifications:

1. Responsiveness to the requirements set forth in this RFP;
2. Relevant past performance/experience;
3. Samples of work;
4. Cost, including an assessment of total cost of ownership (maintenance, energy efficiency, etc.);
5. Technical expertise/experience of bidder and bidder's staff;
6. Any additional items noted as options will be taken into consideration; and,
7. Creative approach to meeting current needs of client based on limitations.

8. Contract Award

The City of Crisfield and It Takes A Village To Help Our Children, Inc. reserves the right to award this RFP to the bidder that presents the best value to It Takes A Village To Help Our Children, Inc. as determined solely by The City of Crisfield and It Takes A Village To Help Our Children, Inc. in their absolute discretion. A written award by the City of Crisfield and It Takes A Village To Help Our Children, Inc. in the form of a design/build contract (the "Contract") to the successful bidder shall result in a binding contract between the parties. If the successful bidder fails or refuses to sign and deliver the Contract, and required surety bonds, to the City of Crisfield and It Takes A Village To Help Our Children, Inc., within fifteen (15) days of its receipt of the Contract, the City of Crisfield and It Takes A Village To Help Our Children, Inc. reserve the right

to award this RFP to the next most responsible and responsive bidder. The City of Crisfield and It Takes A Village To Help Our Children, Inc. reserve the right to engage in individual discussions and interviews with those bidders deemed fully qualified, responsible, suitable, and professionally competent to provide the required services for the Project.

9. Equal Employment Opportunity and Non-Discrimination

All bidders are subject to, and must comply with, the provisions of all applicable state and federal anti-discrimination laws. The City of Crisfield and It Takes A Village To Help Our Children, Inc. encourage equal employment opportunity to businesses owned and controlled by minorities and women. The successful bidder shall not discriminate against any employee or applicant for employment or any member of the public because of race color, creed, religion, national origin, sex, sexual preference, disability, marital status, age or otherwise commit an unfair employment practice with respect to any person or matter related to or arising from the Project.